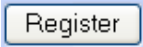
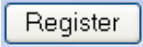


Retiree Online Access to Make 2009 Benefit Elections

Registration – you only need to complete this process one time.

1. Go to the Retiree Self Service website at <https://emine.mt.gov:7651/retiree>



2. Select the 'Register' link to obtain a username and password.
If you have already registered and have a valid username and password, proceed to Step 6.
3. Key in the requested information and click the  button. Remember that all fields are required.
4. After the  button is selected, the system will assign you a username and send an e-mail to the account you provided during the registration process with instructions for activating your account. Make note of your assigned username for future use.


User Name _____

Confirm your Registration

5. Access the e-mail account you provided during the registration process and open the e-mail from the SABHRS HR. Click on the link provided within the e-mail content to activate your user account. *This link will redirect you to the Retiree Self Service website.*

Make or Change your Benefit Elections Online



6. Select the 'Sign In' link and enter your username and the password you provided during the registration process. Click the  button.
7. Select the Benefits link within the Self Service menu.
8. Select the Benefits Enrollment link.
9. Once you have made your benefit elections and submitted them to the Benefits Department, an electronic confirmation statement will be sent to the e-mail address you registered with listing your elections for your review.

